



## Governor's Office of Storm Recovery

ANDREW M. CUOMO  
Governor

LISA BOVA-HIATT  
Executive Director

### Governor's Office of Storm Recovery (GOSR)

**Job Title: Program Assistant**

**Department: Community Reconstruction**

**Location: Kingston, NY**

#### Organization Summary

Established in June 2013 following the occurrence of Hurricane Irene, Tropical Storm Lee, and Superstorm Sandy, the Governor's Office of Storm Recovery (GOSR) centralizes recovery and rebuilding efforts in impacted areas of New York State. GOSR aims to address communities' most urgent needs, while encouraging the identification of innovative and enduring solutions to strengthen the State's infrastructure and critical systems. Operating under the umbrella of New York Rising, GOSR utilizes approximately \$4.4 billion in flexible funding made available by the U.S. Department of Housing & Urban Development (HUD) Community Development Block Grant Disaster Recovery (CDBG-DR) program to concentrate aid to four main areas—Housing Recovery, Small Business, Community Reconstruction and Infrastructure.

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#### Position Summary

The Program Assistant will perform programmatic administrative support duties for the NY Rising Community Reconstruction Program team in Kingston, NY. She/he will assist with the execution of programmatic initiatives by documenting, tracking, and escalating issues as needed.

#### Responsibilities include but are not limited to:

- Entering, tracking and following up on subrecipient and other report deadlines and deliverables.
- Tracks project information, drafts memos, correspondence, presentations or other documents as needed.
- Assists with development/upkeep/scanning of documents, particularly spreadsheets.
- Creating, organizing and maintaining files.
- Filing correspondence and other documents related to ongoing projects.
- Providing logistical support, typing, document review for content and format, filing, files maintenance, photocopying, scheduling meetings/rooms, and calendar management.
- Working with the Community Reconstruction Program Regional Lead and upstate Director on all general office management support.
- Assisting in accomplishing all goals, tasks, and assignments relating to the operation of the program.
- Maintaining a working knowledge of the program.
- Communicating with sub-recipients on monthly reports and requirements.
- Attends meetings with stakeholders as necessary.
- Briefs senior program staff as necessary.
- Additional duties as may be assigned.

#### Qualifications

- Must be a NYS resident or able to relocate to NYS
- Bachelor's Degree and at least 2 years of relevant experience in a support capacity.

- Detail oriented.
- Highly proficient in the use of Microsoft Word, Excel (including formulas and report building), other Microsoft Office applications and other standard computer applications.
- Fast learner, who will require minimal supervision.
- Ability to produce high quality work in a fast-paced environment.
- Ability to participate productively as a contributing member in a team environment.
- Ability to communicate effectively and concisely.
- Display a high level of initiative, effort, and commitment towards completing assignments in a timely manner.

**If interested:**

All candidates must submit a resume to [gosrhrinfo@stormrecovery.ny.gov](mailto:gosrhrinfo@stormrecovery.ny.gov). Please include the name of the position that you are applying for in the subject line. We cannot interpret omissions or vagueness in your favor. You are responsible for an accurate and clear description of your training, work experience, and how you meet the qualifications of the position you are applying for. Please set forth all relevant employment history, including the name of each employer, dates of employment and titles held. Be sure to describe the nature of the work that you personally performed for each position held. If you had supervisory responsibilities, state how many people you supervised and the nature of such supervision.

The Governor's Office of Storm Recovery is an Equal Employment Opportunity employer committed to excellence and diversity. All qualified candidates are encouraged to apply.